

## **Program A: Administration**

Program Authorization: Act 50 of 1967, R.S. 40:2013.71

### **Program Description**

The mission of the Administration Program is to oversee, administer, and support the Patient Care Program, which directly provides residential living options and other supports and services to individuals with developmental disabilities.

The goal of the Administration Program is to provide efficient and effective administrative and support services to the programmatic services of Northwest Louisiana Developmental Center.

The Administration Program oversees and provides all supporting services to enable the Patient Care Program to function in the best manner possible for the benefit of the client population.

The Administration Program consists of the following activities: (1) Facility Administrator & Associate Administrator Operations, (2) Business Administrator Operations, (3) Computer and Telecommunications Operations, (4) Employee Administration, (5) Maintenance Department Operations and Power Plant Operations, and (6) Housekeeping Operations.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	3,557,881	3,410,463	3,415,123	3,557,982	3,416,746	1,623
Fees & Self-gen. Revenues	5,618	9,000	9,000	9,000	9,000	0
Statutory Dedications	0	0	0	37,269	37,269	37,269
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$3,563,499</b>	<b>\$3,419,463</b>	<b>\$3,424,123</b>	<b>\$3,604,251</b>	<b>\$3,463,015</b>	<b>\$38,892</b>
EXPENDITURES & REQUEST:						
Salaries	\$1,099,935	\$1,027,231	\$1,027,231	\$1,067,520	\$1,066,931	\$39,700
Other Compensation	10,098	0	0	0	0	0
Related Benefits	180,141	141,339	141,339	318,185	263,995	122,656
Total Operating Expenses	1,714,731	1,543,380	1,548,040	1,318,796	1,228,981	(319,059)
Professional Services	1,456	0	0	0	0	0
Total Other Charges	493,516	605,765	605,765	849,750	853,108	247,343
Total Acq. & Major Repairs	63,622	101,748	101,748	50,000	50,000	(51,748)
TOTAL EXPENDITURES AND REQUEST	<b>\$3,563,499</b>	<b>\$3,419,463</b>	<b>\$3,424,123</b>	<b>\$3,604,251</b>	<b>\$3,463,015</b>	<b>\$38,892</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	41	37	37	37	37	0
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>41</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>0</b>

## SOURCE OF FUNDING

This program is funded with Interagency Transfers, Fees and Self-generated Revenue, and Statutory Dedication. The Interagency Transfers include: Title XIX funds received from the Department of Health and Hospitals, Medical Vendor Payments Program, as reimbursement for services provided to Medicaid-eligible residents; funds provided from the Department of Education for the Special Milk Program; payments for support services provided to the Pines Inpatient Substance Abuse Treatment Center; and payments for support of Special School District Number 1. Fees and Self-generated Revenue includes receipts from pay telephones and payments from patients for services based on a sliding fee scale. The Statutory Dedication is from the Deficit Elimination Fund, based on R.S. 39:137 (Act 1182 of 2001). (Per R.S.39:36B.(8), see table below for a listing of expenditures out of each Statutory Dedicated fund.)

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Deficit Elimination Fund	\$0	\$0	\$0	\$37,269	\$37,269	\$37,269

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$3,419,463	37	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$4,660	0	Carryforward BA-7
\$0	\$3,424,123	37	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$23,934	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$24,413	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	(\$22,825)	0	Risk Management Adjustment
\$0	\$50,000	0	Acquisitions & Major Repairs
\$0	(\$101,748)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$4,660)	0	Non-Recurring Carry Forwards
\$0	\$237	0	Legislative Auditor Fees
\$0	\$5,221	0	UPS Fees
\$0	\$30,001	0	Salary Base Adjustment
\$0	(\$42,701)	0	Attrition Adjustment
\$0	(\$27,588)	0	Salary Funding from Other Line Items
\$0	\$87,565	0	Group Insurance Adjustment
\$0	\$3,358	0	Civil Service Fees
\$0	\$13,685	0	Annualization of DHH Pay Raise BA-7s
\$0	\$3,463,015	37	TOTAL RECOMMENDED
\$0	(\$3,305,130)	(37)	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$157,885	0	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003

**MAJOR FINANCIAL CHANGES**

<b>GENERAL FUND</b>	<b>TOTAL</b>	<b>T.O.</b>	<b>DESCRIPTION</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$3,305,130	37	None
<b>\$0</b>	<b>\$3,305,130</b>	<b>37</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$0</b>	<b>\$3,463,015</b>	<b>37</b>	<b>GRAND TOTAL RECOMMENDED</b>

## **PROFESSIONAL SERVICES**

This program does not have funding recommended for Professional Services for Fiscal Year 2002-2003.

**OTHER CHARGES**

\$28,722 Security guards (off duty police officers) necessary to protect employees and state owned property

**\$28,722 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$523,727 Department of Education - Special School District #1

\$29,412 Department of Civil Service

\$1,758 Division of Administration - Comprehensive Public Training Program

\$12,508 Legislative Auditor for services

\$238,527 Risk Management for services

\$18,454 Division of Administration - Uniform Payroll Service and courier services

**\$824,386 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$853,108 TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

\$50,000 Funding for replacement of inoperable and obsolete equipment.

**\$50,000 TOTAL ACQUISITIONS AND MAJOR REPAIRS**